

**Guidelines on the Execution of Online Training Courses  
and Filling out the Occupational Safety and Health Education Training Record Form**

**Online courses:**

- [Occupational Safety and Health Digital Learning Platform](#)(※**English Course**)
- [Q&A](#)

[Guidelines on filling out the Occupational Safety and Health Education Training Record Form](#)

## Occupational Safety and Health Digital Learning Platform

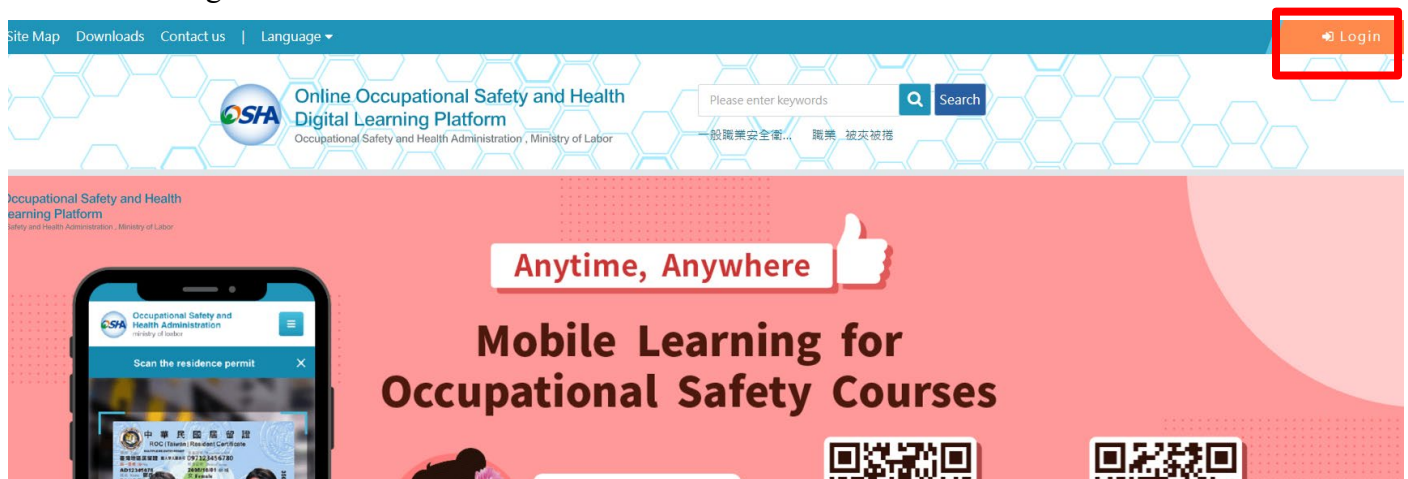
Website URL: <https://isafeel.osha.gov.tw/mooc/index.php>

1. Select "English".



The screenshot shows the top navigation bar of the website. The 'Language' dropdown menu is open, with 'English' highlighted in a red box. Other options include 'Indonesia', 'ไทย', and 'Văn bản tiếng Việt'. The main header area features the text 'WELCOME 勞動部職業安全衛生署 職業安全衛生數位學習平台' and a large graphic with icons for safety equipment like headphones, a traffic cone, a high-visibility vest, safety glasses, and a fire extinguisher.

2. Click on "Login".




The screenshot shows the main content area of the website. The 'Login' button is highlighted in a red box. The page features a search bar with the text 'Please enter keywords' and a 'Search' button. Below the search bar, there is a banner for 'Mobile Learning for Occupational Safety Courses' with the text 'Anytime, Anywhere' and a thumbs-up icon. The banner also includes a smartphone displaying the mobile app interface and two QR codes.

3. Click on "Sign up"..

## Login

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Stay Singed In.


Do not check this option on a public computer or device to avoid theft of personal information.

[Forgot password?](#)      No account? [Sign up](#)

4. Type in your Username, Password, Re-type Password, Name, Personal ID, captcha, then click "Sign up".

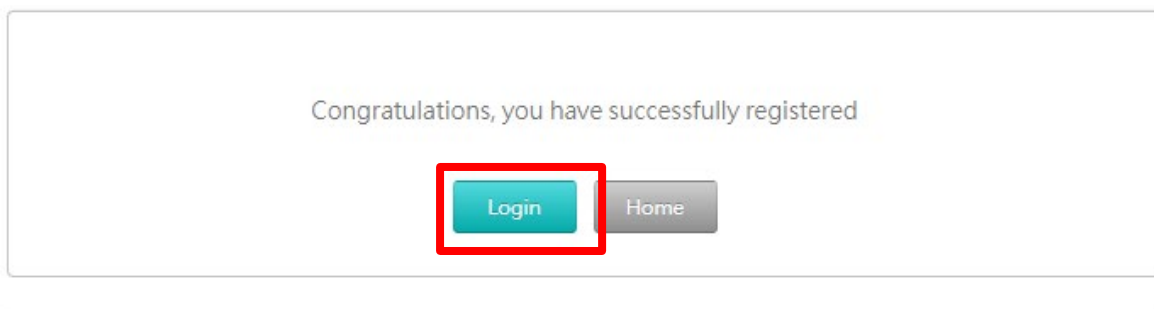
## Sign up

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Agree to comply [Privacy](#) [Terms of Service](#)

5. Click on "Login".



6. Type in your Username, Password, captcha, then click " Login".

### Login



Please enter captcha!

Stay Singed In.

Do not check this option on a public computer or device to avoid theft of personal information.

[Forgot password?](#) [No account sign up](#)

## 7. Search "General occupational"

act us | Language ▾


 **Online Occupational Safety and Health Digital Learning Platform**  
Occupational Safety and Health Administration, Ministry of Labor

General occupational


一般職業安全衛... 職業 被夾被捲

School classes


English Course




Occupational Safety and Health Hazard Prevention...  
Period : Not set




Safety and Health Hazard Prevention in Agriculture...  
Period : Not set




Safety and Health Hazard Prevention in Agriculture...  
Period : Not set



Biological pathogen



Personal and household products maintenance industry  
Safety and health training




Construction Industry  
Prevention for the collapse hazard in construction industry

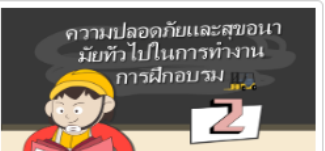
## 8. Select "General occupational safety and health Training Course(1)".

School classes


English Course




General occupational safety and health Training...  
Period : Not set




General occupational safety and health Training...  
Period : Not set




General occupational safety and health Training...  
Period : Not set




General occupational safety and health Training...  
Period : Not set



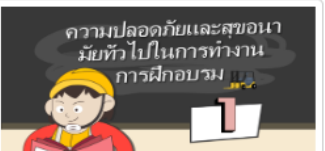
General occupational safety and health Training...  
Period : Not set




General occupational safety and health Training...  
Period : Not set




General occupational safety and health Training...  
Period : Not set




General occupational safety and health Training...  
Period : Not set




General occupational safety and health Training...  
Period : Not set



Pendidikan dan Pelatihan Umum Keselamatan dan Kesehatan Kerja



(台語) 一般職業安全衛生




一般職業安全衛生

Note: Course 1 grants you 1 training hour. You have to also take Course 2 (as shown in the picture below) to be awarded 2 training hours in total.

School classes  
English Course

An toàn vệ sinh lao động chung  
Huấn luyện đào tạo



General occupational safety and health Training...

Period : Not set

ความปลอดภัยและสุขภาพ  
มีทั่วไปในการทำงาน  
การฝึกอบรม



General occupational safety and health Training...

Period : Not set

Pendidikan dan Pelatihan Umum  
Keselamatan dan Kesehatan Kerja  
(K3)



General occupational safety and health Training...

Period : Not set


General occupational safety and health  
Training Course



General occupational safety and health Training...

Period : Not set


(英語)  
一般職業安全衛生  
教育訓練



General occupational safety and health Training...

Period : Not set


一般職業安全衛生  
教育訓練



General occupational safety and health Training...

Period : Not set

An toàn vệ sinh lao động chung  
Huấn luyện đào tạo



General occupational safety and health Training...

Period : Not set

ความปลอดภัยและสุขภาพ  
มีทั่วไปในการทำงาน  
การฝึกอบรม



General occupational safety and health Training...

Period : Not set

General occupational safety and health  
Training Course



General occupational safety and health Training...

Period : Not set

Pendidikan dan Pelatihan Umum  
Keselamatan dan Kesehatan Kerja



(英語)  
一般職業安全衛生



一般職業安全衛生



9. Click "Course Registration".

OSHA Online Occupational Safety and Health Digital Learning Platform  
Occupational Safety and Health Administration, Ministry of Labor

Please enter keywords  Search

General occupational safety and health Training Course

Registration : from today ~ indefinitely  
Course Period : from today ~ indefinitely

Visitors Course Registration

"Visitor cannot get the hours of education and training. If you want to get the hours of training, please "register after logging in".



Course Intro

Course Plan

Course length : 50 minute

Certification hours : 1 hour

※ To pass the course and acquire approval, please registrate the membership and log in to start learning and accumulate hours.

To decrease the chance of occupational hazards, protect workers' right and health, it is important to

Instructor :

職業安全衛生署

Keywords :

10. Click "Go to class".

Online Occupational Safety and Health  
Digital Learning Platform  
Occupational Safety and Health Administration, Ministry of Labor

Please enter keywords Search

General occupational safety and health...  
Registration : from today ~ indefinitely  
Course Period : from today ~ indefinitely

Go to class

"Visitor." cannot get the hours of education and training. If you want to get the hours of training, please "register after logging in".

Course Intro Course Plan Instructor :

11. Click "Enter Course".

General occupational safety <v>  
Communication Center  
undefined  
Enter Course  
Assessment Center  
Tests  
Questionnaires/Polls  
Information Center  
Grade Info  
undefined

OSHA 勞動部職業安全衛生署  
職業安全衛生數位學習平台

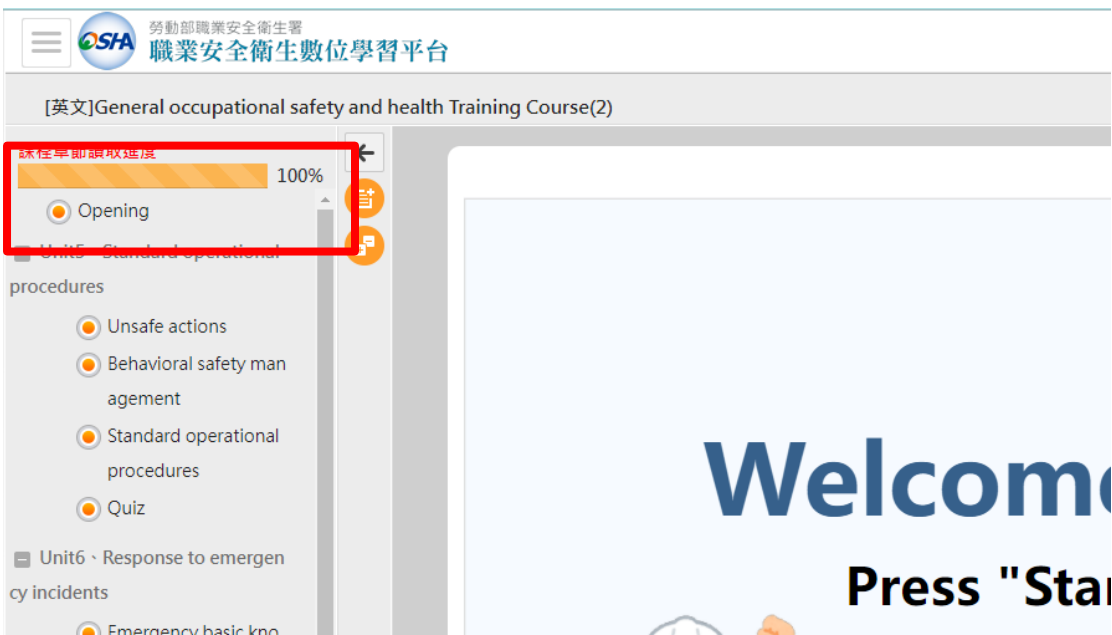
All courses My courses  
Teacher of class: 魏崇賢

General occupational safety and health Training Course(1)  
課程進度 7%  
Opening  
Unit 1 - Occupational Health and Safety Act  
Background Information  
Summary Description  
Quiz  
Unit 2 - The Concept of Occupational Safety and Health  
What Is Occupational Safety and Health?  
Basic Knowledge of Safety and Health  
Guaranteed Safety and Health  
Reminders of Dangerous situations  
Quiz  
Unit 3 - Safety and health work rules  
Safety and health work rules  
Quiz  
Unit 4 - Proactive Inspection  
Risk Prevention

Overview of the Occupational and Health Act  
Background Information

00:02 / 04:50

12. The course progress has to be at 100% for the course to be considered completed.



13. Go to "Tests", and then click "Take Test".





14. Click "Start".

Prepare to take test	
Please read the following instructions carefully before taking the test. If you decide not to take the test this time, click Take Later to exit.	
Test Name:	Final test
Total	100points
Weight	100%
Total number of questions	10items per page
Test Period	FromNow ToAny Time
Total Test Time	10points
Grading	Take highest score
Total number of attempts allowed	1
Display	page10 items per page
Flip Control	Not limited
Window Control	Not limited
Options if time exceeded	No action
Answers	Will not be published
Date on which answers are available	0000-00-00 00:00:00
Instructions/Instructor's Messages	<p>※請詳閱【作答說明】：</p> <p>一、總共10題(2題是非及8題單選測驗題目)，上課學員至少需答對8題以上，方取得訓練時數，未通過測驗者(答對7題以下)需重新再接受測驗，測驗2次仍未通過者，此課程的「閱讀時數」及「閱讀進度」紀錄就會被清除。 需請您重新『閱讀課程』、『點閱章節』，完成「閱讀時數」、「閱讀進度」二項條件後，才能再次進行測驗。</p> <p>二、進入測驗後，禁止切換至其他視窗（提醒1次，第2次強制交卷），強制交卷即算測驗1次。</p> <p>三、進入測驗後，請勿直接關閉測驗視窗，如直接關閉視窗，即算測驗1次。</p>
<div style="text-align: center;"><span>Start</span> <span>Take Later</span></div>	

15. Click "Submit answers, and advance to next page".

Weighting: [10.00]	the purpose of which item? a. <input type="radio"/> Labor Union Act b. <input type="radio"/> Corporate law c. <input type="radio"/> Occupational Safety and Health Act d. <input type="radio"/> Labor Standards Act
Single choice Weighting: [10.00]	6. What should workers pay attention to when wearing helmets? a. <input type="radio"/> Wearing it correctly b. <input type="radio"/> Use the band strap c. <input type="radio"/> Helmets should meet the standards d. <input type="radio"/> All of the above
Single choice Weighting: [10.00]	7. Which is the legislative intent of Occupational Safety and Health Act? a. <input type="radio"/> To help labors to be insured b. <input type="radio"/> To make money    To maintain good industrial relations c. <input type="radio"/> To ensure the safety and health of workers
Single choice Weighting: [10.00]	8. What are the common occupational hazards? a. <input type="radio"/> Falling off b. <input type="radio"/> Electric shock c. <input type="radio"/> Pinched and rolled d. <input type="radio"/> All of the above
Single choice Weighting: [10.00]	9. Which of the following statements about confined space is WRONG? a. <input type="radio"/> The place is not for workers to work inside regularly b. <input type="radio"/> Access is restricted c. <input type="radio"/> Natural ventilation cannot provide enough fresh air d. <input type="radio"/> Open area
Single choice Weighting: [10.00]	10. Which of the following is automatic inspection a. <input type="radio"/> Key points inspection b. <input type="radio"/> Regular inspection c. <input type="radio"/> Working checklist d. <input type="radio"/> All of the above

[Submit answers, and advance to next page.](#)

※※※ Terminate this exam by using "Exit Test" button. ※※※  
※※※ Click "X" to close window only. ※※※

16. Click "Questionnaires/Polls", then click "Answer Questionnaire".

The screenshot shows the user interface of the 'General occupational safety and health Training Course(1)'. On the left sidebar, the 'Assessment Center' is expanded, and 'Questionnaires/Polls' is highlighted with a red box. In the main content area, the 'Questionnaire' section is displayed, featuring a 'Questionnaire : Satisfaction questionnaire' header. Below this, the 'Answer Questionnaire' button is highlighted with a red box, along with the text 'From Now To Any Time'. To the right, there is a 'Check Results' button with the note 'Will not be published'.

17. Click “Start” to fill in the questionnaire.

**Prepare to take a questionnaire.**

Please read the following instructions carefully before taking the test. If you decide not to take the test this time, click Take Later to exit.

Questionnaire Name:	Satisfaction questionnaire
Total number of questions	10items per page
Questionnaire Period	From:Now To:Any Time
anonymous or not	named
Can be modified.	Yes
Date on which answers are available	Will not be published

Instructions/Instructor's Messages

**Start** **Take Later**

18. Answer all the questions.

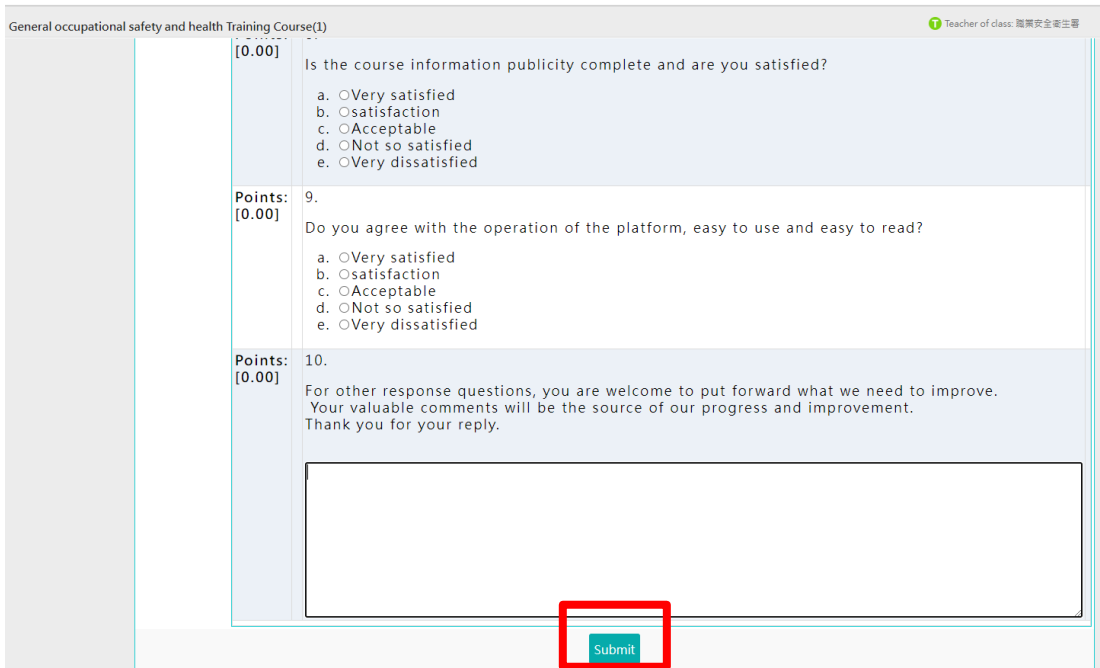
General occupational safety and health Training Course(1) Teacher of class: 職業安全衛生

**Questionnaires / Polls**

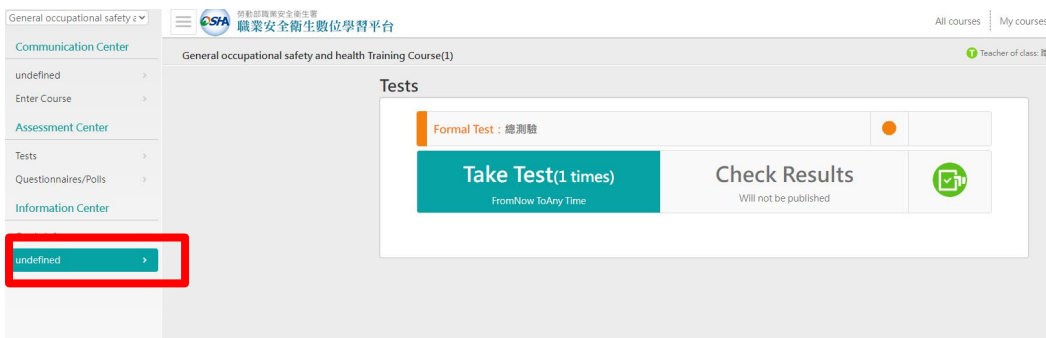
Questionnaire Name: Satisfaction questionnaire

Points: [0.00]	1. Are you satisfied with the content of the course materials? a. <input type="radio"/> Very satisfied b. <input type="radio"/> satisfaction c. <input type="radio"/> Acceptable d. <input type="radio"/> Not so satisfied e. <input type="radio"/> Very dissatisfied
Points: [0.00]	2. Are you satisfied with the practicality of the course? a. <input type="radio"/> Very satisfied b. <input type="radio"/> satisfaction c. <input type="radio"/> Acceptable d. <input type="radio"/> Not so satisfied e. <input type="radio"/> Very dissatisfied
Points: [0.00]	3. Are you satisfied with the allocation of the difficulty of the course? a. <input type="radio"/> Very satisfied b. <input type="radio"/> satisfaction c. <input type="radio"/> Acceptable d. <input type="radio"/> Not so satisfied e. <input type="radio"/> Very dissatisfied
Points: [0.00]	4. Are you satisfied with the arrangement of the course hours?

19. After completing the questionnaire, click "Submit".



20. Click "undefined" and retrieve the course information for courses with a "YES" under "Pass status". After completing Course 1, you would still need to take Course 2 in order to be awarded 2 training hours for certification purposes.



Study history

you have visited this site 7 times. Last login: 2022-01-17 13:58:12  
 From: Total login time: 07:19:53

start date End date search All records Print learning records Download learning records

Course Title	Enrollment time	Course length	Cumulative reading time	Course results	Certification hours	Passing time	Pass status
General occupational safety and health Training Course(1)	2022-01-13 08:46:09	60	00:58:32	100	1	2022-01-17 15:08:31	YES
General occupational safety and health Training Course(2)	2022-01-13 08:46:43	60	00:54:19	80	1	2022-01-13 10:00:49	YES

#### IV. Q&A

1. There are two ways to complete online courses (through the Occupational Safety and Health Digital Learning Platform / through the NTNU online training system). Do I just choose one of the two methods to complete my courses?

Answer: Yes, you only need to choose one of the available methods to complete the online course. There is no need to complete the course on both platforms.

2. When preparing to submit the NTNU Occupational Safety and Health Education Training Record Form, I am worried that the available space on the page is too small and hence the screenshot might not be clear enough. May I include the screenshot on the next page or as an attachment?

Answer: Yes, you may attach the screenshot on a separate page and submit it together with the NTNU Occupational Safety and Health Education Training Record Form (please refer to Example 2).

3. When preparing to submit the NTNU Occupational Safety and Health Education Training Record Form, I noticed that the low resolution of the printing has resulted in unclear numbers on the screenshot.

Answer: You may trace the unclear numbers by hand and sign next to the numbers as an endorsement.

## National Taiwan Normal University

### Occupational Safety and Health Education Training Record Form (Guidelines)

#### Step 1. Fill in your basic particulars

I. Basic Particulars (  New faculty member  Existing staff, change of roles )

Unit of Employment	Full Name	Coverage	Job Title
		<input type="checkbox"/> Civil Servants' Insurance  <input type="checkbox"/> Labor Insurance	

#### II. 3-hour General Safety and Health Education Training

	<p style="color: red; font-weight: bold;">Step 2. Paste the screenshot of the completion of the online course here</p>
Physical workshops (1h)	<p>Implementation: To be determined and executed by the employer.</p> <p style="text-align: center; color: red; font-weight: bold;">Step 3. Check the training items that have been completed</p> <p>Training record: Date: YYYY-MM-DD ____h to ____h <span style="color: red; font-weight: bold;">(Reminder: At least 1 hour)</span></p> <p><input type="checkbox"/> Fire extinguisher closest to the work station (office, research office, laboratory, etc.).</p> <p><input type="checkbox"/> Indoor fire hydrant closest to the work station (office, research office, laboratory, etc.).</p> <p><input type="checkbox"/> Emergency exit closest to the work station (office, research office, laboratory, etc.).</p> <p><input type="checkbox"/> AED closest to the work station (office, research office, laboratory, etc.).</p> <p><input type="checkbox"/> I understand that in accordance with Article 37 Item 2 of the Occupational Safety and Health Act enacted by the Ministry of Labor, if any of the following occupational accidents occur at the workplace, the employer shall report the incident to the relevant labor inspection agency within 8 hours.</p> <ol style="list-style-type: none"> <li>1. An incident resulting in death.</li> <li>2. An incident affecting more than three people.</li> <li>3. An incident affecting more than one person in which the victim requires hospitalization.</li> </ol> <p>※ NTNU 24-hour Campus Security Monitoring Room: Extension 1119.</p> <p><input type="checkbox"/> I have read the NTNU Occupational Safety and Health Rules and Regulations and agreed to abide by them (Website: NTNU Homepage / Administration / Environmental Safety and Health Center / Policies and Regulations / Management of Occupational Safety and Health / NTNU Occupational Safety and Health Rules and Regulations)</p> <p><input type="checkbox"/> I have read Plan for Prevention of Unlawful Infringement in the Performance of Duties at National Taiwan Normal University, and understand Complaint number:02-77491300(Website URL:http://health.sa.ntnu.edu.tw/files/15-1005-3178,c90-1.php?Lang=zh-tw)</p> <p><input type="checkbox"/> Relevant hazards and matters. (Website: NTNU Homepage / Administration / Environmental Safety and Health Center / Policies and Regulations / Management of Occupational Safety and Health / Relevant hazards and matters)</p> <p><input type="checkbox"/> Others:</p>

※ After the "Occupational Safety and Health Education Training Record Form (blank form)" is signed by Principal Investigator (employer) and Head of Department, please keep the original copy properly (submit a copy with the application form when Renewal of employment within 3 years),and send the copy to the Campus Security Monitoring Room. (1st Floor, Union Building II, extension 3146)

※ Employees are obliged to attend safety and health education and training programs provided by their employers. Violators may be fined up to NT\$3,000 by the competent authority.

Signature of new faculty member / existing staff with new role:

Signature of Principal Investigator (employer) (leave blank if not applicable):

Signature of Head of Department:

Step 4. Signatures of the trainee, Principal Investigator, and Head of Department

# National Taiwan Normal University

## Occupational Safety and Health Education Training Record Form (Sample 1)

I. Basic Particulars (  New faculty member  Existing staff, change of roles )

Unit of Employment	Full Name	Coverage	Job Title
Department of _____	Wang Ta-Ming	<input type="checkbox"/> Civil Servants' Insurance  <input checked="" type="checkbox"/> Labor Insurance	Administrative Executive

II. 3-hour General Safety and Health Education Training

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Physical workshops (1h)	<p>Implementation: To be determined and executed by the employer.</p> <hr/> <p>Training record: Date: YYYYMMDD 2021-05-26 1400 to 1510</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Fire extinguisher closest to the work station (office, research office, laboratory, etc.).</li> <li><input checked="" type="checkbox"/> Indoor fire hydrant closest to the work station (office, research office, laboratory, etc.).</li> <li><input checked="" type="checkbox"/> Emergency exit closest to the work station (office, research office, laboratory, etc.).</li> <li><input checked="" type="checkbox"/> AED closest to the work station (office, research office, laboratory, etc.).</li> <li><input checked="" type="checkbox"/> I understand that in accordance with Article 37 Item 2 of the Occupational Safety and Health Act enacted by the Ministry of Labor, if any of the following occupational accidents occur at the workplace, the employer shall report the incident to the relevant labor inspection agency within 8 hours.                         <ol style="list-style-type: none"> <li>1. An incident resulting in death.</li> <li>2. An incident affecting more than three people.</li> <li>3. An incident affecting more than one person in which the victim requires hospitalization.</li> </ol> </li> </ul> <p>※ NTNU 24-hour Campus Security Monitoring Room: Extension 1119.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> I have read the NTNU Occupational Safety and Health Rules and Regulations and agreed to abide by them (Website: NTNU Homepage / Administration / Environmental Safety and Health Center / Policies and Regulations / Management of Occupational Safety and Health / NTNU Occupational Safety and Health Rules and Regulations)</li> <li><input checked="" type="checkbox"/> I have read Plan for Prevention of Unlawful Infringement in the Performance of Duties at National Taiwan Normal University, and understand Complaint number:02-77491300(Website URL:http://health.sa.ntnu.edu.tw/files/15-1005-3178,c90-1.php?Lang=zh-tw)</li> <li><input checked="" type="checkbox"/> Relevant hazards and matters. (Website: NTNU Homepage / Administration / Environmental Safety and Health Center / Policies and Regulations / Management of Occupational Safety and Health / Relevant hazards and matters)</li> </ul> <p><input type="checkbox"/> Others:</p>
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※ After the "Occupational Safety and Health Education Training Record Form (blank form) " is signed by Principal Investigator (employer) and Head of Department, please keep the original copy properly (submit a copy with the application form when Renewal of employment within 3 years),and send the copy to the Campus Security Monitoring Room. (1st Floor, Union Building II, extension 3146)

※ Employees are obliged to attend safety and health education and training programs provided by their employers. Violators may be fined up to NT\$3,000 by the competent authority.

Signature of new faculty member / existing staff with new role: Wang Ta-Ming

Signature of Principal Investigator (employer) (leave blank if not applicable):

Signature of Head of Department: Chen XX

## National Taiwan Normal University

### Occupational Safety and Health Education Training Record Form (Sample 2)

I. Basic Particulars ( New faculty member  Existing staff, change of roles)

Unit of Employment	Full Name	Coverage	Job Title
Department of _____	Wang Ta-Ming	<input type="checkbox"/> Civil Servants' Insurance <input checked="" type="checkbox"/> Labor Insurance	Research Assistant

II. 3-hour General Safety and Health Education Training

	<p>As attached.</p> <p>(Reminder: Please print out the attachment and submit it together with the form)</p>
Physical workshops (1h)	<p>Implementation: To be determined and executed by the employer.</p> <hr/> <p>Training record: Date: YYYYMMDD 2021-05-26 1400 to 1510</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Fire extinguisher closest to the work station (office, research office, laboratory, etc.).</li> <li><input checked="" type="checkbox"/> Indoor fire hydrant closest to the work station (office, research office, laboratory, etc.).</li> <li><input checked="" type="checkbox"/> Emergency exit closest to the work station (office, research office, laboratory, etc.).</li> <li><input checked="" type="checkbox"/> AED closest to the work station (office, research office, laboratory, etc.).</li> <li><input checked="" type="checkbox"/> I understand that in accordance with Article 37 Item 2 of the Occupational Safety and Health Act enacted by the Ministry of Labor, if any of the following occupational accidents occur at the workplace, the employer shall report the incident to the relevant labor inspection agency within 8 hours.             <ol style="list-style-type: none"> <li>1. An incident resulting in death.</li> <li>2. An incident affecting more than three people.</li> <li>3. An incident affecting more than one person in which the victim requires hospitalization.</li> </ol> </li> </ul> <p>※ NTNU 24-hour Campus Security Monitoring Room: Extension 1119.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> I have read the NTNU Occupational Safety and Health Rules and Regulations and agreed to abide by them (Website: NTNU Homepage / Administration / Environmental Safety and Health Center / Policies and Regulations / Management of Occupational Safety and Health / NTNU Occupational Safety and Health Rules and Regulations)</li> <li><input checked="" type="checkbox"/> I have read Plan for Prevention of Unlawful Infringement in the Performance of Duties at National Taiwan Normal University, and understand Complaint number:02-77491300(Website URL:http://health.sa.ntnu.edu.tw/files/15-1005-3178,c90-1.php?Lang=zh-tw)</li> <li><input checked="" type="checkbox"/> Relevant hazards and matters. (Website: NTNU Homepage / Administration / Environmental Safety and Health Center / Policies and Regulations / Management of Occupational Safety and Health / Relevant hazards and matters)</li> <li><input type="checkbox"/> Others:</li> </ul>

※ After the "Occupational Safety and Health Education Training Record Form (blank form) " is signed by Principal Investigator (employer) and Head of Department, please keep the original copy properly (submit a copy with the application form when Renewal of employment within 3 years),and send the copy to the Campus Security Monitoring Room. (1st Floor, Union Building II, extension 3146)

※ Employees are obliged to attend safety and health education and training programs provided by their employers. Violators may be fined up to NT\$3,000 by the competent authority.

Signature of new faculty member / existing staff with new role: [Wang Ta-Ming](#)


Signature of Principal Investigator (employer) (leave blank if not applicable): [Lo XX](#)

Signature of Head of Department: [Chen XX](#)



**National Taiwan Normal University**  
**Occupational Safety and Health Education Training Record Form (Sample 2)**

**Attachment**

 Study history

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▶ [redacted], you have visited this site 7 times. ▶ Last login: 2022-01-17 13:58:12  
▶ From: [redacted] ▶ Total login time: 07:19:53

<input checked="" type="checkbox"/>	Course Title	Enrollment time	Course length	Cumulative reading time	Course results	Certification hours	Passing time	Pass status
<input checked="" type="checkbox"/>	General occupational safety and health Training Course(1)	2022-01-13 08:46:09	60	00:58:32	100	1	2022-01-17 15:08:31	YES
<input checked="" type="checkbox"/>	General occupational safety and health Training Course(2)	2022-01-13 08:46:43	60	00:54:19	80	1	2022-01-13 10:00:49	YES